BELLSOUTH DIRECT CASE

WC DOCKET NO. 02-304

EXHIBIT 4

PART 4 OF 6

Statement Period Line	This style controls the appearance of the Period Line (near the top of the worksheet).
Statement Constant Lines	This style controls the appearance of Audit Mthd, Accountant, Analyst, Stmt Type, and Reconcile To cells for historical statements.
Surplus Line	This style controls the appearance of the Surplus Line.
Totals Line	This style controls the appearance of the Totals Line.

Applying attributes to worksheet styles

You can select the font, color, borders, and alignment options for worksheet styles on this dialog box. Changes you make are applied to the system. That is, these changes will be in effect regardless of which customer you open.

(The system displays this dialog box when you click the **Change** button on the Worksheet Options dialog box.)

1. Select a tab. Each tab provides different attributes you can apply to the worksheet style.
2. Select the attributes you want to apply to the worksheet style.
3. Click **OK**. The system returns to the Worksheet Options dialog box.
4. Click **OK** again.

For information about each field on this dialog box, use What's This? help.

Setting general options

The General Options dialog box allows you to change the data entry direction, the statement order, the display of toolbars, and the display of the control bar. Changes you make are applied to the system. That is, these changes will be in effect regardless of which customer you open.

1. Select Tools | Options | General.
2. Select the options you want to apply.
3. Click the **Hide/Show Statement** button to specify which statements are hidden and shown for this customer.
4. Click **OK**.

For information about each field on this dialog box, use What's This? help.

Related Topic:

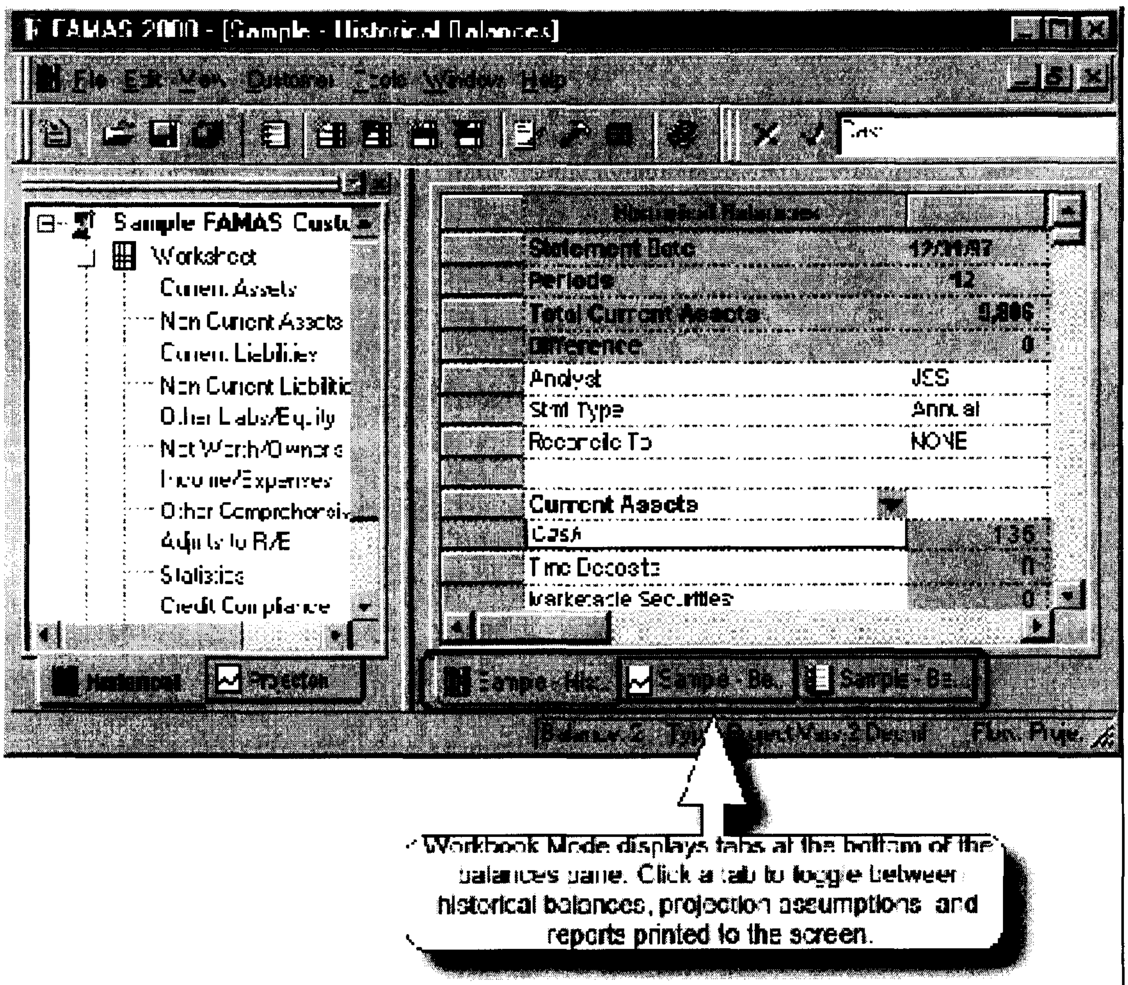
Setting worksheet options.

Viewing workbook mode

Workbook mode is useful when you want to quickly toggle back and forth between historicals, projections, and reports printed to the screen. When you select to view workbook mode, the system displays tabs at the bottom of the balances pane (the right side of the screen).

1. Select View | Workbook Mode. The system indicates that Workbook Mode is active by displaying a checkmark in front of the option.

2. Click a tab to display the information associated with that tab.



Displaying the Standard Toolbar

√ Select View | Standard Toolbar. The system indicates that the Standard Toolbar is active by displaying a checkmark in front of the option.

– or –

Select Tools | Options | General | Standard Toolbar.

See Using the toolbar.

Displaying the Grid Input bar

√ Select View | Grid Input Bar. The system indicates that the Grid Input Bar is active by displaying a checkmark in front of the option.

– or –

Select Tools | Options | General | Grid Input.

See Entering customer data in spreadsheet cells for information about using the Grid Input bar.

Viewing the full screen

You can expand historical balances or projection assumptions to fill the entire screen. When you use this option, the system hides the Customer Control Bar, and displays only the customer's accounts and the statements.

To view the full screen:

√ Select View | Full Screen. The system expands historical balances or projection assumptions to fill the entire screen.

To view the screen normally:

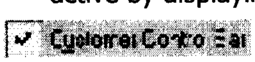
√ Press the Esc key on the keybord.

– or –

Click  that appears in the upper left corner of the screen.

Displaying the Customer Control bar

√ Select View | Customer Control Bar. The system indicates that the Customer Control bar is active by displaying a checkmark in front of the option.



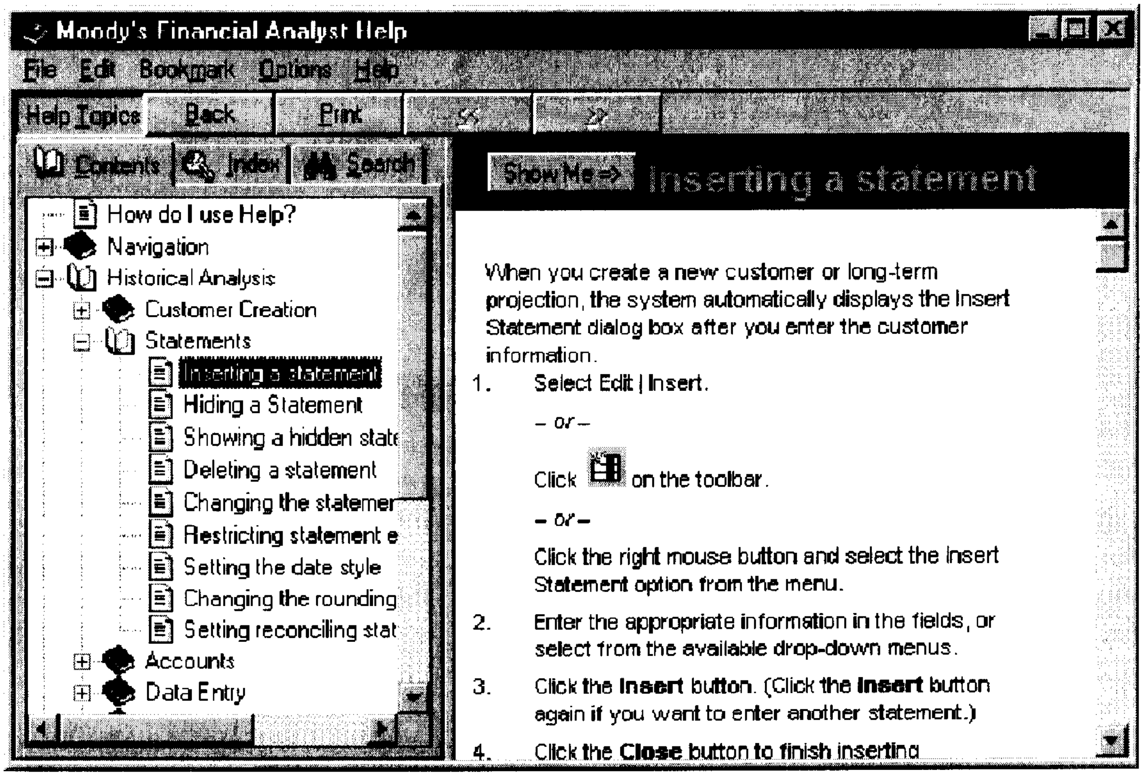
– or –

Select Tools | Options | General | Customer Control Bar.

See Customer control bar for more information about using the Customer Control bar.

Using the Help System

Click an area of the Help system picture below to get a description.



Displaying Help contents

- Select Help | Contents.

  – or –

- Click the toolbar button.

Searching for a specific Help topic

You can search for a topic that contains a specific word.

1. Select the Index tab. If the word 'Index' does not appear on your system, click .

   – or –

   Press **ALT** + **I**.

2. Enter the word you are searching for. The system displays the first topic with the name you typed.

3. Click the topic you want to view.

Searching the entire Help system

You can search through all the text in the Help system (not just topic titles) for a word or phrase.

1. Select the Search tab. If the word 'Search' does not appear on your system, click .

   – or –

   Press **ALT** + **S**.

2. Follow the instructions on the screen.

Marking text with bookmarks

Help bookmarks work just like the bookmarks you use in books. You can use bookmarks to mark Help topics you use frequently.

After you place a bookmark in a topic, you can access that topic quickly from the Bookmark menu.

1. Select Bookmark | Define.

2. The topic title appears as the bookmark name. If you want to use a different name for the bookmark, type the name.

3. Click **OK**.

How do I view a marked topic?

From the Bookmark menu in Help, choose the bookmark name for the topic you want to view. You can use the following methods:

- Type the underlined number corresponding to the bookmark you want to select.

  – or –

- If more than nine bookmarks have been defined, select the More option from the Bookmark menu in Help. Select a bookmark in the Go To Bookmark box, and then click **OK**.

How do I remove a bookmark?

1. Select Bookmark | Define in the Help window.

2. Select the bookmark you want to remove.

3. Select Delete.

4. Click X.

Getting Help from a dialog or message box

Click the **Help** button in the dialog or message box. The system provides Help and tutorials (where available) specifically for the dialog box.

For field level Help, use What's This? help.

Jumping to related Help topics

Help topics can include text that links to other Help topics or more information about the current topic. These are called jumps. Jumps are usually identified by a different color and a solid underline. When you point to a jump, the pointer changes to a hand shape.

- Point to the text or graphic, and click the mouse button.

  – or –

- Press **TAB** to highlight the jump text and press **ENTER**.

- You can press **SHIFT+TAB** to move backward and select a jump.

Moving back through Help topics

Use the **Back** button to go back through the Help topics you have already viewed, in the reverse order. If there is no previous topic to view, the **Back** button appears grayed out. The record of topics you viewed is erased each time you quit Help.

- Click the **Back** button on the Help button bar.

  – or –

- Type **b**.

Entering notes about a Help topic

You can annotate Help topics, i.e., you can enter notes or comments to yourself or other users. When you annotate a topic, a paper clip symbol appears next to the topic title to indicate a note exists for the topic.

1. Display the topic you want to annotate.
2. Select Edit | Annotate.

3. In the Annotate dialog box, type the text you want to add.
4. Click the **Save** button.

How do I remove an annotation?

1. Display the topic for which you want to remove the annotation.
2. Click the paper-clip icon to the left of the topic title.

   – or –

   Press **TAB** to select the paper-clip icon, and press **ENTER**.
3. Click the **Delete** button.

How do I view an annotation?

1. Display the topic for which you want to view the annotation.
2. Click the paper clip icon to the left of the topic title.

   – or –

   Press **TAB** to select the paper-clip icon, and press **ENTER**.
3. When you finish viewing the annotation, click the **Cancel** button.

Printing a Help topic

You can print any Help topic. A topic prints to the default printer. You can select any installed printer. You can also change the options for the default printer.

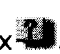
- Select File | Print Topic.

  – or –

- Click the **Print** button.

Displaying What's This? help

What's This? help is field-level context-sensitive help. For each field on each dialog box in the system, help text is available.

1. Click the small question mark near the upper right corner of the dialog box. The cursor changes to a question mark pointer.

   
2. Place the pointer over any field and click the left mouse button.

   - or -
1. Place the mouse cursor over the field you want to learn more about.

2. Click the right mouse button.
3. Select the What's This? option.

   – or if you are not using a mouse –

1. Use the **Tab** key to move to a field on the dialog box.
2. Press the **F1** key.

Displaying Model Notes help

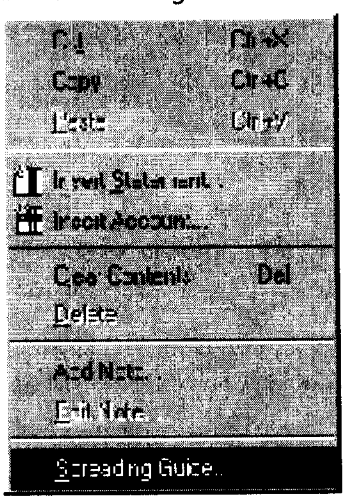
Model Notes Help provides the standard industry models' (MMAS or ESM) report calculations that the system uses to generate report results. This help system includes information about the Chart of Accounts, Ratios, Projection Variables...virtually every calculation the system uses.

☐ Select Help | Model Notes. That is, from the system's Help menu, select the Model Notes option.

Displaying the Spreading Guide

The Spreading Guide displays the account with detailed information such as a definition of the account and how it affects the Balance Sheet, Ratios, and Cash Flow reports. The Spreading Guide stays active (until you close it) so you can switch from account description to account description as you are spreading the customer.

1. Place the mouse cursor on any account cell (either the name or the account balance cell).
2. Click the right mouse button. The system displays a shortcut menu.



3. Select the Spreading Guide item from the shortcut menu.

The Spreading Guide is available only for the standard MMAS industry model, or the standard ESM (European Standard Model).

Help Navigation Pane

The left pane displays the contents, the index, or the full text search, depending on the tab you select.

Topic Display Pane

This area of the Help system displays the currently selected topic. For topics with a **Show Me** button, click the button to launch a tutorial about the currently selected topic.

Contents Tab

Click this tab to display the contents of the Help system. The system displays the contents as books and pages within books. Click the + sign to open a book and click the – sign to close a book.

– or –

Press **ALT** + **C**.

Index Tab

Click this tab to display all the index entries in the navigation pane.

– or –

Press **ALT** + **I**.

Search Tab

Click this tab to perform a full text search for a word or a phrase.

– or –

Press **ALT** + **S**.

Help Topics Button

This button toggles the left pane on and off. We strongly recommend that you always display the left pane.

Back Button

Click this button to display the previously displayed topic.

Print Help Button

Click this button to print the currently selected Help topic.

Help Next > > Button

Click this button to browse to the next topic in the list of topics.

Help < < Previous Button

Click this button to browse to the previous topic in the list of topics.

Help Menu Bar

You can change various settings by clicking a menu and making a selection. For example, if you want Help to stay active on top of the system, select Options | Keep Help on Top | On Top.

Help Title Bar

This displays the name of the Help system.

Standard Windows buttons in Help

These are standard Windows 95/98/NT buttons for minimizing, maximizing, and closing the Help system.

Show Me Button

The **Show Me** button is available for many topics. Click this button to launch an interactive demonstration about the task you are performing.

Logging in to the system

When you start the system and security is active, the system asks you for your User ID and Password. Your system administrator must set up your User ID and Password in Moody's Administrator before you can login to the system.

1. Enter your User ID.
2. Enter your password. The password is case sensitive.
3. Click **OK**.

Selecting the Peer ID

To generate Consultant, Ratio Performance and Peer Analysis reports, you need to select which databases and Peer ID the system should use. The Peer ID can also be assigned through selecting the SIC Code.

To select the peer database:

1. Select Customer | Peer Database Selections.
2. Click the Data Set drop-down arrow and select which database you want the system to use.
6. Click the Category drop-down menu and select the comparison criteria.

7. Make your selections. The Industry and Product/Service fields will not be available if they are not defined for the selected industry in the database you select.

8. Click **OK**.

Your system administrator controls the availability of the Division field through Moody's Administrator. If the fields are not available and you need access to them, contact your system administrator.

SEPTEMBER

Moody's Risk Management Services

With locations and representation in major U.S. cities and London, Dublin, Sydney, Manila, Mumbai, Kuala Lumpur, Rome and Cyprus.

In the U.S. and Canada, call toll free: 800 321 3278 or 800 523 2627.
From Europe, the Middle East and Africa +353 1 492 4259.
From other areas call + 1 925 945 1005 or + 1 219 472 5700.
SupportLine 866 995 9659
Web: www.MoodysRms.com
Email: info@MoodyRms.com

Table of Contents

1 ◆ Using Moody's Administrator

Overview

The Moody's Administrator management utility program gives you the ability to modify the system and model parameter settings. It also provides you with security functions that allow you to restrict or permit file access to certain users. This guide explains the management utility functions that are available to you. Moody's Administrator includes online help. You can view help in Moody's Administrator by clicking the **Help** button on most dialog boxes or by selecting the Contents option from the Help menu.

IMPORTANT! If you have any questions about system parameters, please call a technical support representative at **1-866-995-9659** before changing your system.

Starting Moody's Administrator

1. Turn on your computer. If you are operating from a network, complete your login procedure.
2. Start Windows. (Windows may load automatically depending on how your computer has been set up.)
3. Click Start | Programs | Moody's Financial Analyst | Moody's Administrator.

   The system prompts you to enter a password.

Setting Administrator's Password

You must set up a password in Moody's Administrator before you can use the program. If you enter the wrong password, the system will ask you to try again.

Entering a password

To enter the password:

1. Type in the default password. The default password is **admin**.

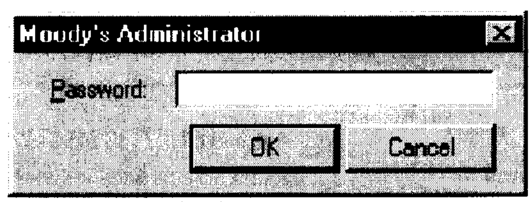


Figure 1-1. Moody's Administrator

2. Click **OK**. The system displays the Moody's Administrator screen.

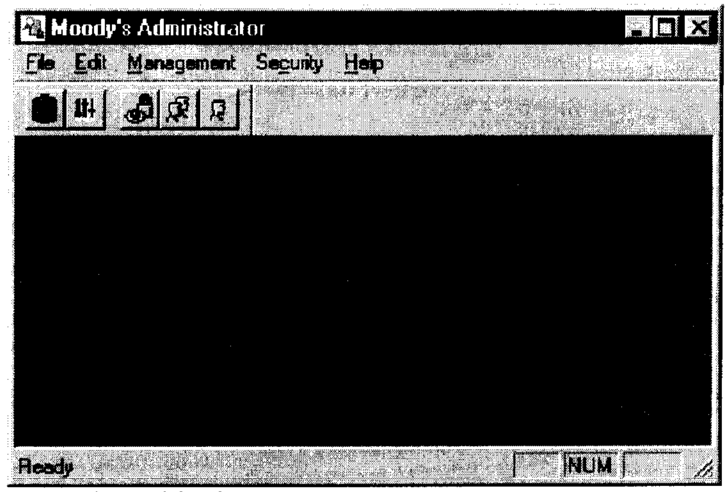


Figure 1-2. Moody's Administrator

Changing the password

You can change the password for Moody's Administrator. Passwords are case sensitive.

Use a password that is familiar only to you.

To change the password:

1. Select File | Administrator Password. The system displays the Change Password dialog box.

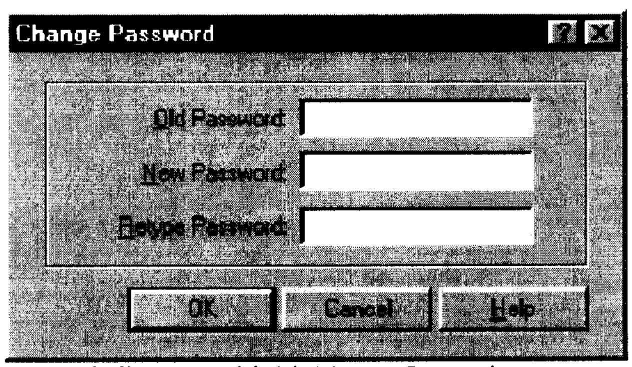


Figure 1-3. Change Moody's Administrator Password

2. Type in your old password.

3. Type in your new password. The password must be at least 5 characters and no more than 8 characters.
4. Place your cursor in the Retype Password field and type in your new password a second time to confirm that you have entered it correctly.
5. Click **OK.**

Determining security level

Moody's Administrator security allows you to permit or restrict user access to and activity in historical and projection files. This section describes the kinds and levels of security available in Moody's Administrator.

Three kinds of security

The three kinds of security available are:

Access Groups

Access groups are sets of users who have rights to work with Moody's Financial Analyst data.

Configurations

Configurations are sets of attributes assigned to users (e.g., Allow Fixed Mapping, Default Input Rounding code, etc.).

Users

Users are members of access groups. These users are assigned individual rights and attributes.

Three levels of security

Before you set up configurations, access groups and users, you must determine the type of security you need. The levels of security are defined as follows:

No Security

This level gives users access to Moody's Financial Analyst and all its functions. This is the default Moody's Financial Analyst setting.

Basic security

This level gives users access to all Moody's Financial Analyst files, but different rights to those files, depending upon the user. For basic security, you will need to set up users and user rights.

Advanced security

This level bars certain users or groups from reading data assigned to another group.

Setting Up Security

The following topics show you how to set up security in Moody's Administrator.

Activating/Deactivating Security

Activating security in Moody's Financial Analyst will force the user to enter a password before accessing the system. Also, when creating new customer files, the user will be prompted to select the appropriate access group.

To activate security:

1. Select File | Security Settings. The system displays the Modify Security Settings dialog box.
2. Select **On**.
3. Select a Login Type. See '

Available settings for activated security' on page 1- 7 for more information.

4. Select the Validate Moody's Security Passwords if you want the system to validate the password entered by the user against the password in the System Database. If this option is not selected, the system does not validate the user password against the System Database.
5. Select a Database Login

To deactivate security:

1. Select File | Security Settings. The system displays the Modify Security Settings dialog box.
2. Select **Off**.

Available settings for activated security

On-Login Dialog

Choose this option if you want Moody's Financial Analyst to display a login dialog prompting the user to enter a User ID and Password.

On-Login Server

Choose this option if you want to set up your own method for retrieving a User ID and Password. This login server is a simple Visual Basic Active X project that we ship with Administrator. If you choose the Login Server for Moody's Security, you must implement On-NT Authentication.

On-NT Athentication

Choose this option if you want to use the user's Windows ID as the Moody's Financial Analsyst User ID. This option will not require a Moody's Financial Analyst password. Therefore, it cannot be used in combination with the Moody's Security Login or User Validation with Moody's Security options listed below. This option is typically used with the 'no database login required' database option.

The following table below summarizes the available security options.

Database Login Security	Moody's Security		
	OFF	ON-Login Dialog	On-Login Server
No DB Login Required *	No Moody's security. The database user ID and encrypted password are included in the connect string so the database login occurs without user intervention.	Moody's security. The database user ID and encrypted password are included in the connect string so the database login occurs without user intervention.	Involves customization. A program must read Moody's IDs and passwords from another application or a custom dialog box could be used to input the Moody's user ID and password. The database user ID and encrypted password are included in the connect string so the database login occurs without user intervention."
Database Login Dialog * *	No Moody's security, but a database login dialog will display and prompt the user for a database user ID and password.	The user must log in twice, once with the Moody's login dialog for Moody's security, and once with the database login dialog for database security.	Involves customization. A program must be written to read IDs and passwords from another application or a custom dialog box must be created to interact with Moody's security. A database dialog will display to control database security.
Proprietary Database Login * *	Involves custom work. No Moody's security. For database security, a program must read IDs and passwords from another application.	Involves customization. Moody's security controlled using standard dialog box. For database security, a program must read IDs and passwords from another application.	Involves customization. Two programs must be written. One to return the Moody's user ID and password and another to return the database user ID and password.
Moody's Security Login * *	Not possible	Only the Moody's dialog box displays to control security. The Moody's User ID and Password are used to log into the database. However, the IDs and passwords created in the system must be exactly the same as those existing in the Oracle or SQL server database, as these will be automatically passed through to the database.	Involves customization. A program must read Moody's IDs and passwords from another application or a custom dialog could be used to input the ID and password. The IDs and passwords passed to the system must be exactly the same as those existing in the Oracle or SQL server database, as these will be automatically passed through to the database.

User Validation w/ Moody's Security **	Not possible	Involves customization. Moody's Security controlled using the standard Moody's login dialog. The user ID and password are used to log into the database. The system calls a program to determine whether the database password is valid, expired, or invalid. Whenever the password is changed, the system calls a program to make the corresponding change to the database password.	Involves customization. A program must read Moody's IDs and passwords from another application or a custom dialog box could be used to input the ID and password. This same user ID and password are used to log into the database. The system calls a program to determine whether the database password is valid, expired, or invalid. Whenever the password is changed, the system calls a program to make the corresponding change to the database password.

* All users are logged into the database with the same user ID and password

** Users are logged into the database with individual user IDs and passwords

In addition to the existing security options listed, one more option under called NT Pass-through Security is being developed. This option only works with SQL Server in Trusted Connection model. Please contact Moody's if you wish to obtain further information about this option.

Setting up Configuration Attributes

Moody's Administrator allows you to set up configurations with any combination of attributes. You will first want to see the list of available configuration attributes.

Viewing configurations

To view configuration attributes:

1. Select Security | Configurations. The program displays the Modify Configuration Groups dialog box.

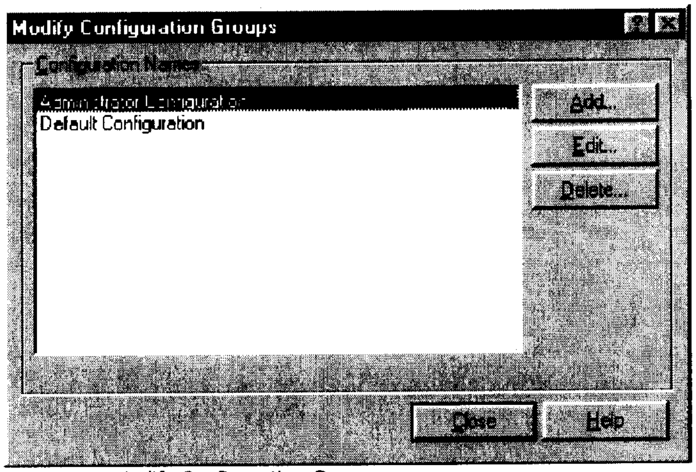


Figure 1-4. Modify Configuration Groups

2. Click the **Add** or **Edit** buttons to view the configuration attributes. See "Configuration Attributes" for descriptions.

After you determine your configuration profile, you can select attributes for this configuration, which is covered next.

Editing configuration attributes

To edit configuration attributes:

3. On the Modify Configuration Groups dialog box, select the attribute and click the **Edit** button.

Note	When you click the **Edit** button, you cannot change the Configuration name. The Edit button only allows you to activate or deactivate specific configuration attributes.

The system displays the Modify Configuration Settings dialog box. The default settings emulate a typical configuration. If you do not want to change these settings, simply click **OK**.

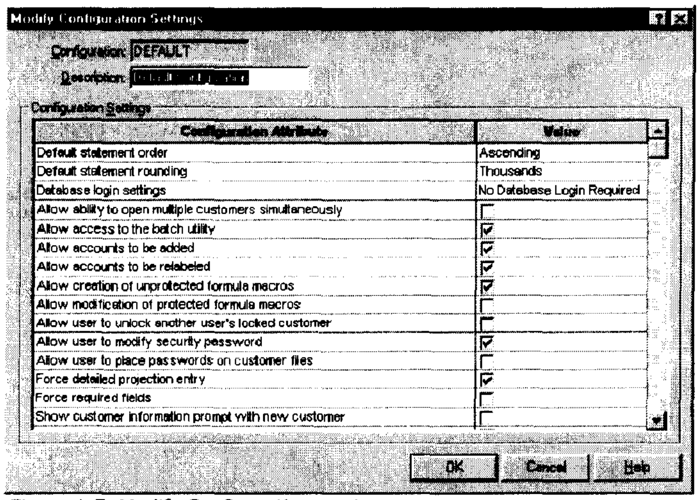


Figure 1-5. Modify Configuration settings

2. If you want to change these settings, click the check box for each of the configuration attributes that you want to change. A check mark indicates that the attribute is selected.
3. Click **OK**.

Adding a new configuration

Follow the procedures below to add a new configuration.

To add a new configuration:

1. Click the **Add** button on the Modify Configuration Groups dialog box. The system displays the Modify Configuration Settings dialog box.
2. Type in a name for the configuration.
3. Type in a description for the configuration (e.g., Senior Credit Analyst).
4. Select the attributes you want to assign to this configuration.
5. Click **OK.** The system returns to the Modify Configuration Groups dialog box and your new configuration appears in the Configuration Names box.

For more information, see "Configuration attributes: descriptions" on page 1-13.

Removing a configuration

Moody's Administrator allows you to remove a configuration that you have added. However, you cannot remove the default configuration or the administrator configuration.

To remove a configuration:

1. Select the configuration you want to delete.
2. Click the **Delete** button from the Modify Configuration Groups dialog box.

   The system asks if you are sure you want to remove the selected configuration.
3. Click **Yes.** All users who are associated with this configuration are automatically associated with the default configuration.
4. When you are finished setting up configuration attributes, click **Close.**

Configuration attributes: descriptions

The following list describes each configuration attribute:

DEFAULT STATEMENT ORDER

Select either ascending or descending for statement order. Select ascending order if you want the statements in Moody's Financial Analyst to be listed from oldest to newest. Select descending if you want the statements in Moody's Financial Analyst to be listed from newest to oldest. The selected setting will be used as the default for new users and is maintained at the user-level.

DEFAULT STATEMENT ROUNDING

Select a default statement rounding from the drop-down list (i.e., Actual, Thousands, Millions, or Billions). This is the default for new customers.

DATABASE LOGIN SETTINGS

Select the login setting from the drop down list. The available settings are:

No database login required	The user is not required to enter a User ID and Password. All connect strings entered in Moody's Administrator must include the User ID and Password. If you are using MS SQL Server, use this option to implement SQL Server "pass through" security. Also, you must include "Trusted_Connection = YES" in the connect string.
Database login dialog	Moody's Financial Analyst will display a dialog box at startup where the user must enter the User ID and Password for access to the database. This information is then used to connect to the customer, macro, and peer databases. You can track database changes on a user-by-user basis because each user is logged into the database with an individual User ID.
Proprietary Database Login	Choose this option if you want to set up your own method for retrieving a database User ID and Password. This login server is a simple Visual Basic Active X project that we ship with Administrator. If you choose the Login Server for database security, you must implement GetDBUserID and GetDBPassword.

Moody's Security Login	To gain access to the database, the system uses the same User ID and Password used for logging into Moody's Financial Analyst. You can track database changes on a user-by-user basis because each user is logged into the database with an individual user ID. **This item is available only if security is active.**
User Validation with Moody's Security	Using this option, the system calls an external program that, in turn, validates the Moody's Financial Analyst User ID and Password within the database, using the institution's security application. This option also automatically synchronizes Moody's Financial Analyst passwords with the database password. If you are interested in using this option, we can provide you with specifications, and a sample external program. For more information, call our SupportLine at 1-866-995-9659. **This item is available only if security is active.**

ALLOW ABILITY TO OPEN MULTIPLE CUSTOMERS SIMULTANEOUSLY

If this attribute is **not checked**, you do not have the ability to open multiple customers simultaneously in Moody's Financial Analyst. If this attribute is **checked**, the system allows you to open multiple customers simultaneously.

ALLOW ACCESS TO THE BATCH UTILITY

If this attribute is **checked**, Batch functionality is available in Moody's Financial Analyst. If this attribute is **not checked**, the user cannot access Batch functionality.

ALLOW ACCOUNTS TO BE ADDED

If this attribute is **checked**, the user can add accounts. If this attribute is **not checked**, the user cannot add accounts.

ALLOW ACCOUNTS TO BE RELABELED

If this attribute is **checked**, the user can relabel accounts. If this attribute is **not checked**, the user cannot relabel accounts.

ALLOW CREATION OF UNPROTECTED FORMULA MACROS

If this attribute is **checked**, the user can create unprotected formula macros. All other users can edit unprotected formula macros. If this attribute is **not checked**, the user cannot create unprotected formula macros.

ALLOW MODIFICATION OF PROTECTED FORMULA MACROS

If this attribute is **checked**, Moody's Financial Analyst allows the user to create or edit protected formula macros. If this attribute is **not checked**, the user cannot edit protected formula macros.

ALLOW USER TO UNLOCK ANOTHER USER'S LOCKED CUSTOMER

If this attribute is **checked**, Moody's Financial Analyst does not require the administrator's password when unlocking or unchecking out a customer file locked or checked out by another user. If this attribute is **not checked**, Moody's Financial Analyst requires the password before unlocking or unchecking out a customer file locked or checked out by another user. **Check this option only if your institution's workflow guarantees that no two users will ever have the same customer files open at the same time.**

ALLOW USER TO MODIFY SECURITY PASSWORD (if security is active)

If this attribute is **checked**, Moody's Financial Analyst allows the user to change the security password assigned by the system administrator. If this attribute is **not checked**, the user cannot change the security password assigned by the system administrator.

FORCE DETAILED PROJECTION ENTRY

This attribute controls the Detail Projection Entry function in Moody's Financial Analyst when generating Quick Projections. If the Use Detailed Projection Entry attribute is **checked**, and you generate a quick projection scenario, Moody's Financial Analyst provides you with the full chart of accounts. This is the default setting.

If the Use Detailed Projection Entry attribute is **not checked** and you generate a quick projection scenario, Moody's Financial Analyst provides you with a summarized chart of accounts. This allows you to easily generate your projection scenario.

FORCE REQUIRED FIELDS

This feature currently is not available.

If this attribute is **checked**, Moody's Financial Analyst will not allow a customer to be saved and closed until all information has been entered in required fields. If this attribute is **not checked**, Moody's Financial Analyst will allow the user to exit the required fields dialog box without entering all required information, upon saving and closing a customer.

SHOW CUSTOMER INFORMATION PROMPT WITH NEW CUSTOMER

If this attribute is **checked**, Moody's Financial Analyst displays the Customer Information dialog box when a user creates a new customer. If this attribute is **checked**, you cannot edit the Edit Customer Information check box on the New Customer dialog box. If this attribute is **not checked**, the customer information dialog is not displayed when a new customer is created and you can edit the Edit Customer Information check box on the New Customer dialog box.

SUPPRESS ZERO PROJECTION ASSUMPTION LINES

If this attribute is **not checked**, the Projection Assumptions Report will display every account in the chart of accounts. If this attribute is **checked**, any account whose historical value and projection assumption is both zero will not appear on the report. The default is to suppress the zero projection assumptions line.

USE DEFAULT DIVISIONS FROM PEER DATABASE

If this attribute is **checked**, on the Peer Database Selections dialog box, Moody's Financial Analyst uses the default industry division associated with the SIC Code you select. If this attribute is **not checked**, you can select any industry division for the SIC Code on Moody's Financial Analyst's Peer Database Selections dialog box.

USE DEFAULT RECONCILIATIONS

If this attribute is **checked**, Moody's Financial Analyst will use the physical statement order for reconciliations and cash flows. If this attribute is **not checked**, users are able to set statement reconciliation.

USE DETAILED PROJECTED INTEREST

This attribute controls the printing of the detail lines of the projected interest Income/Expense accounts on the Income Statement report.

If this attribute is **not checked** and interest rates are entered for each interest earning/bearing account, Moody's Financial Analyst will print two accounts: Projected Interest Income and Projected Interest Expense. Moody's Financial Analyst places the total projected interest income/expense for all interest earning/bearing accounts into these two accounts.

If this attribute is **checked** and projected interest rates are entered for each interest earning/bearing account, Moody's Financial Analyst will print the projected interest income or expense associated with each account. In addition, Moody's Financial Analyst will report the interest income on Cash Surplus (if any) in the Projected Interest Income account and the interest expense on Cash Deficit (if any) in the Projected Interest Expense account.

IMPORTANT! Check this if you are using Cash Surplus/Deficit Allocation.

USE FIXED MAPPINGS WHEN ADDING ACCOUNTS

If this attribute is **checked**, the system will automatically set the Type and Flow of an added account to match those of the account that was selected when you added the account. If this attribute is **not checked**, you can select the Type and Flow for each new account.

We recommend you check this attribute. The default is to use fixed mappings when adding accounts.

USE MODEL'S DEFAULT PROJECTION TYPE

If this attribute is **not checked** and you do not generate system-based assumptions, the program uses the "Actual Incr (Decr) Over Prior" projection type with zero values for the default projection assumptions. If this attribute is **checked**, the program uses the default projection types (with zero values) specified for the model.

ALLOW CREATION OF SYSTEM FORMULA MACROS

If this attribute is **checked**, the user can create system macros. A system macro is one that is available to all customers.

USE SERVER-SIDE CURSOR FOR CUSTOMER SELECTION

This attribute affects customer selection dialog boxes (i.e, Open Customer, Copy Customer, Move Customer, Check-Out Customer, etc.). If this attribute is **checked**, the system accesses and displays only one page of customer names (about 12 customers) at a time on the dialog box. This greatly increases the speed at which the system displays customer selection dialog boxes, especially if you have a large number of customers. Searching for customers using **CTRL + F** is not available when this attribute is checked.

If the attribute is **not checked**, the system accesses the entire customer list (i.e., all customer names are brought to the client side), which slows down system response time.

The default setting is for this attribute is **not checked**. If you are using a Microsoft Access database, you will generally want to leave this attribute **not checked.**

SQL Anywhere: You must leave this setting not checked if you are an SQL Anywhere user. This is the only setting that will work for SQL Anywhere users.

Note If you need to change your configuration description, click the **Edit** button on the Modify Configuration Groups dialog box and make the appropriate changes.

Setting up access groups

After you select configuration attributes and before you add users, you must set up your access groups.

Adding an access group

Follow the procedures below to add access groups.

To add a new access group:

1. Select Security | Access Groups. The system displays the Modify Access Groups dialog box.

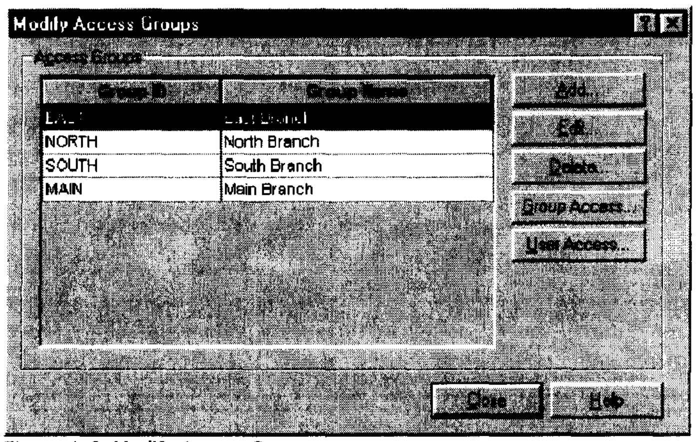


Figure 1-6. Modify Access Groups

2. Click the **Add** button. The system displays the Add Group dialog box.

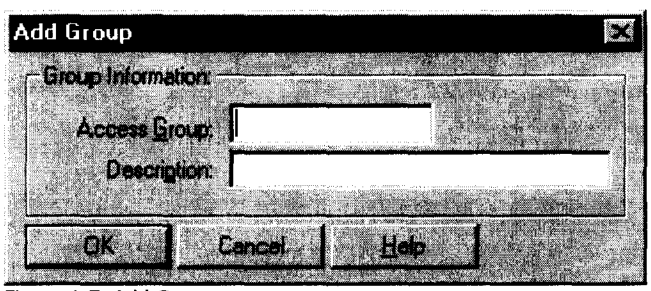


Figure 1-7. Add Group

3. Enter an access group name and a description.
4. Click **OK**. The system returns to the Modify Access Groups dialog box. Click **Close** to exit the dialog box.

Note

Use the **Group Access** and **User Access** buttons on the Modify Access Groups dialog box *after* you set up all groups and your users.

Removing an access group

You can quickly remove an access group by clicking the **Delete** button.

To remove a group:

1. On the Modify Access Groups dialog box, select the group you want to delete.
2. Click the **Delete** button. The system displays a message asking you if you are sure you want to remove the selected access group.
3. Click **Yes**.
4. If you are finished with removing an access group, click **Close**.

Setting up users

Moody's Administrator allows you to set up users with specific access rights (read, edit, delete, create). It also allows you to place each user in a particular group.

Adding a user

First you must add a user before you give them access rights. Follow the procedures below to add a user.

To add a user:

1. Select Security | Users. The system displays the Modify System Users dialog box.

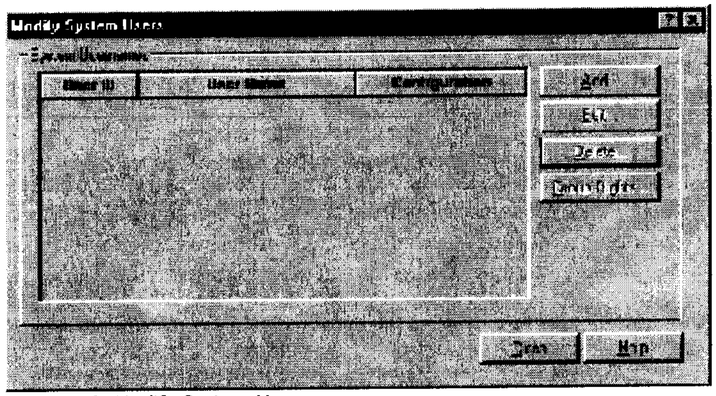


Figure 1-8. Modify System Users

2. Click the **Add** button.

   The system displays the Edit User Information dialog box.

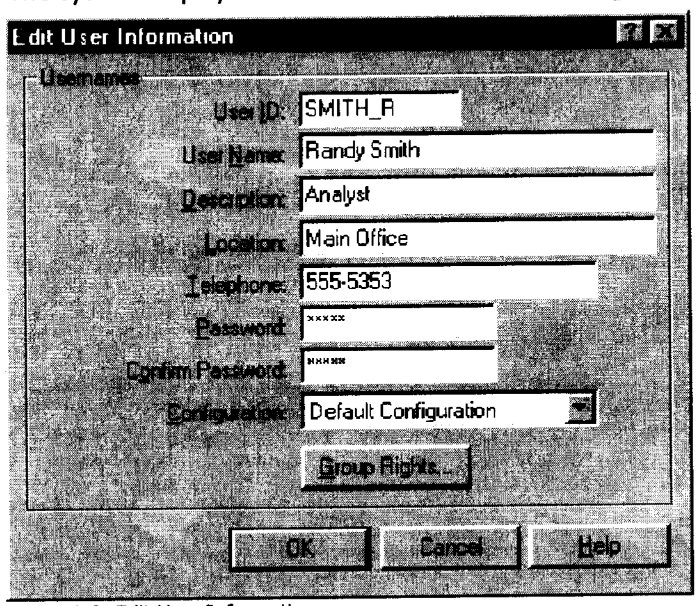


Figure 1-9. Edit User Information

3. Enter information in the Edit User Information dialog box. See "Editing user information" on page 1-22.
4. Click **OK** when you are done setting up this user.
5. Repeat this procedure for each user you want to set up.
6. Set up the user's rights by clicking the **Group Rights** button on the Modify System Users dialog box. See "Specifying user rights" on page 1-23.

Note You can set up additional users at a later date by repeating this procedure.

Editing user information:

The Edit User Information dialog box allows you to add or edit detailed information about each user.

To enter user information:

1. On the Modify System Users dialog box, select the user to whom you want to make changes. The system displays the Edit User Information dialog box.
2. Click the **Edit** button.
3. Make changes to all fields, except the User ID.
4. Click **OK**.
5. Repeat the above steps to edit all. **You are now ready to specify user rights.**

Note You will see information that has defaulted from a previous user.

Edit User Information dialog box: field definitions

USER ID

This field accepts up to 16 alphanumeric characters. Spaces are not allowed. The user's last name is an example of a common User ID.

USER NAME

This field accepts up to 31 alphanumeric characters. Enter the user's first and last name. This field is optional.

DESCRIPTION

Enter the user's title or position here. This field accepts up to 31 alphanumeric characters and is optional.

LOCATION

Enter the user's location (e.g. headquarters, Chicago branch, etc.). This field is optional.

TELEPHONE

Enter the user's telephone number and/or telephone extension. This field is optional.

PASSWORD (User Profile)

Enter a password for this user. The password cannot exceed 8 characters. Spaces are not allowed. The password is not case sensitive.

CONFIRM PASSWORD

Enter the same password a second time to verify. Remember to type the password *exactly* as you typed it in the Password field.

CONFIGURATION

Select the configuration from the drop-down list. The configuration that you select determines how Moody's Financial Analyst functions for this user.

Specifying user rights

After you have set up a user, you can specify the rights for that user.

Note

Read access to historical files is the minimum right assigned to a user.

To specify user rights:

1. Select Security | Users. The system displays the Modify System Users.

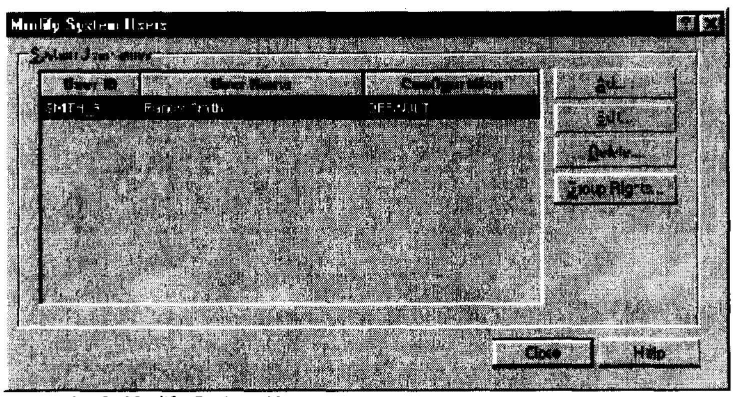


Figure 1-10. Modify System Users

2. Select the user for whom you want to specify rights.

3. Click the **Group Rights** button on the Modify System Users dialog box.

   The system displays the Modify User Access Rights dialog box.

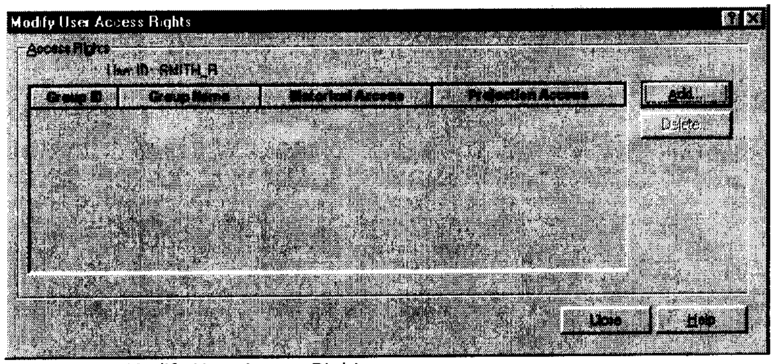


Figure 1-11. Modify User Access Rights

4. Click the **Add** button to select the group(s) to which this user belongs. The system displays the Add Users dialog box.

   This procedure gives the selected user access to one or more access groups. You can add a single access group or multiple groups.

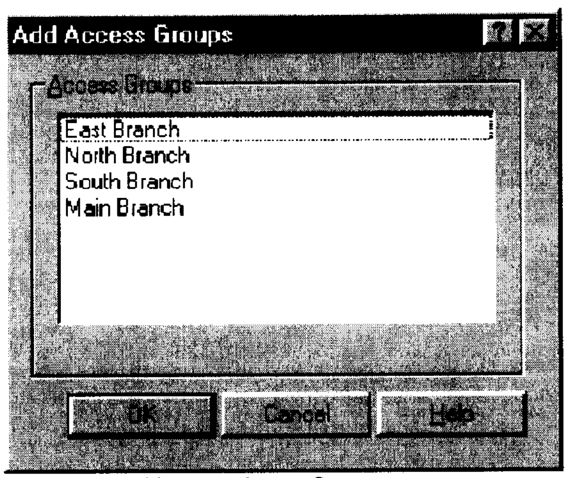


Figure 1-12. Add User to Access Group

5. Select the group and click **OK**.

   - or -

To select multiple groups:

Click and drag the mouse over the users and click **OK**

- or -

hold down the control key and individually click each user you want to select and click **OK**.

The system returns to the Modify User Access Rights dialog box.

6. Click anywhere in the Historical Access or Projection Access cells to activate a drop-down list from which you can select rights to each group.

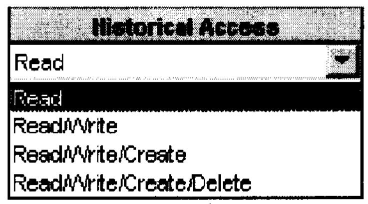


Figure 1-13. Historical Access

7. Select the access rights you want to specify for historicals and projections.
8. Click **OK.** The system returns to the previous dialog box.
9. Click **Close** to exit.

Removing a user

You can quickly remove a user. Moody's Administrator then removes the user from all access groups to which the user belongs.

To remove a user:

1. Select Security | Users. The system displays the Modify System Users dialog box.
2. Highlight the user you want to delete.
3. Click the **Delete** button. The system displays a message asking you if you are sure you want to remove the selected user.
4. Click **Yes.**
5. When you are finished working with users, click **Close.**

Changing a user's password

Moody's Administrator allows you to change a user's password after you have already specified it.

To change a user's password:

1. Select Security | Users.
2. Highlight the user.
3. Click the **Edit** button on the Modify System Users dialog box.
4. In the Password field, delete the old password and type in the new password. The password appears as asterisks and must be at least 5 characters. The Password is case-sensitive.
5. In the Confirm Password field, delete the old password and type in the new password exactly as you entered it in the Password field.
6. Click **OK** to return to the Modify System Users dialog box.

Advanced security considerations

If you have set up more than one access group, you must consider the following scenario. A file can belong to only one group, therefore, if you have more than one group that must have access to the same group of data files, you must set up group sharing rights.

For example, assume you have set up three access groups: Main Branch, North Branch and South Branch. Even though you want to give the Main Branch access to all Moody's Financial Analyst data files, regardless of group ownership, you do not want the Main Branch to have the ability to delete other branch's data files. Conversely, you only want North and South Branches to access data that belongs to their individual access groups.

Follow these steps to set up security for the scenario described above.

1. Select Security | Access Groups.
2. Highlight the group that will have rights to other groups' data (e.g., Main Branch will have sharing rights to the North and South Branches' data).

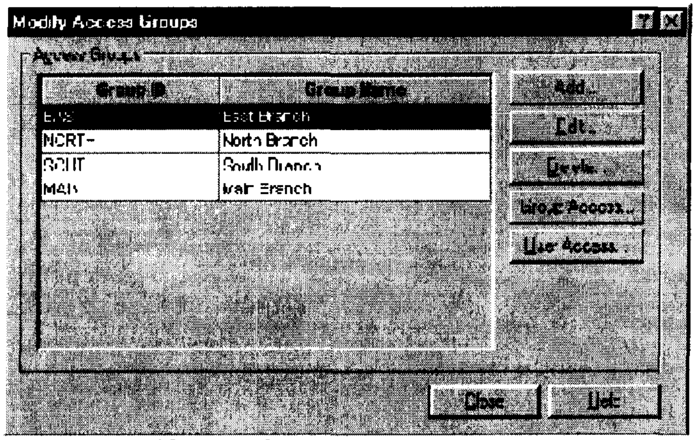


Figure 1-14. Modify Access Groups

3. Click the **Group Access** button.

Note

The **Group Access** button allows you to define the selected group's access rights to other groups.

The **User Access** button allows you to define the user's access rights to the selected group.

The system displays the Modify User Access Rights dialog box.

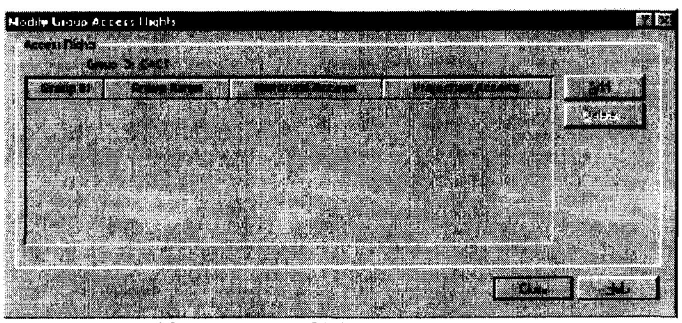


Figure 1-15. Modify User Access Rights

4. Click the **Add** button. The system displays the Add Access Groups dialog box.

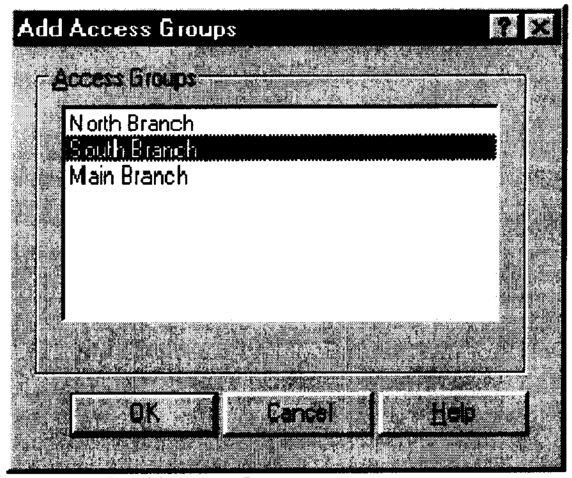


Figure 1-16. Add Access Groups

5. Highlight the group that should be shared (e.g., South).
6. Click **OK**. The Edit Access Rights dialog box now shows that the Main Branch has access rights to the South Branch.
7. Click anywhere in the Historical Access or Projection Access cells to activate a drop-down list from which you can select rights.

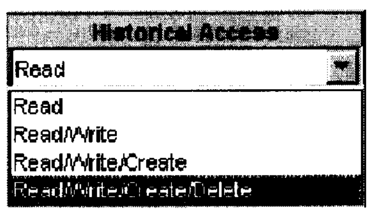


Figure 1-17. Historical Access

8. Access rights need to be assigned for each group listed. In this example, the Main Branch has been given read, write, create and delete rights to the South access group.
9. Repeat steps 4 through 8 as necessary.
10. Click **OK** when you are finished.

    If you want a summary of the users, the access groups they belong to, and their rights, you can print the security report. See "Security Summary report" on page 1-58.

Adding/editing databases

You can add the following types of databases to the system to store Moody's Financial Analyst customer data:

- Microsoft Access
- SQL Server
- Oracle

You can also add access to existing peer databases, such as RMA, Contractor, Drilldown or Benchmark.

Adding a customer database

To add a customer database:

1. Select Management | Global Customer Databases. The system displays the Modify Global Customer Databases dialog box.

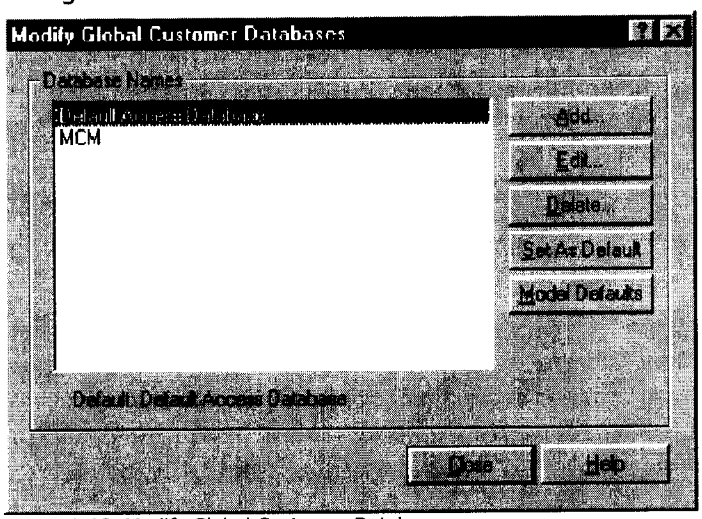


Figure 1-18. Modify Global Customer Databases

2. Click the **Add** button. The system displays the Add Global Customer Database dialog box. (The dialog is populated for this example.)

Example of a connect string

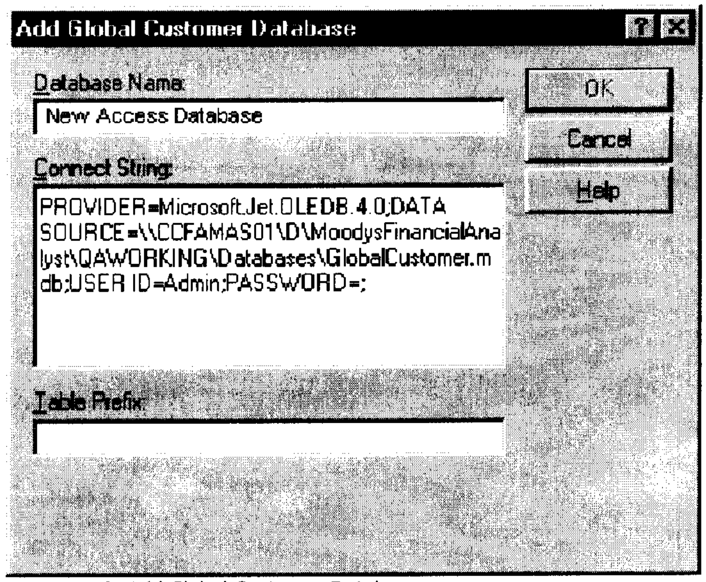


Figure 1-19. Add Global Customer Database

3. Enter a database name (e.g., My Data, or any descriptive name that you will easily recognize). You must enter a name for each new database you add.

Note

You cannot change the database name once you complete these steps.

4. Enter the connect string. The connect string, as shown in the example above, provides the calling application with the Provider (driver), Datasource Name, User ID and Password so that a connection can be made.
5. Enter the Table Prefix. You must include the table prefix (also called schema) to identify the database in Oracle. E.g., for the table **Analyst.table1**, Analyst is the prefix. This field is not required for MS Access.
6. Click **OK**.

Editing a customer database

To edit a customer database:

1. Select Management | Global Customer Databases. The system displays the Modify Global Customer Databases dialog box.
2. Select the database to edit.
3. Click the **Edit** button. The system displays the Edit Global Customer Database dialog box.
4. Make all necessary changes.

Note

MS Access and SQL Anywhere Users:

Do not make any changes to the connect string for MS Access and SQL Anywhere databases shipped with the system.

5. Click **OK**.

Adding a peer database

Adding a peer database is similar to adding a customer database.

To add a peer Database:

1. Select Management | Peer Databases. The system displays the Modify Peer Databases dialog box.

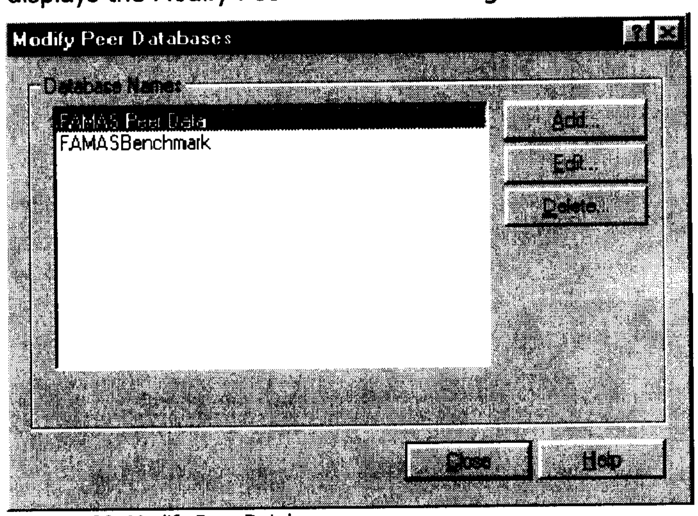


Figure 1-20. Modify Peer Databases

2. Click the **Add** button. The system displays the Add Peer Database dialog box. (The dialog is populated for this example.)

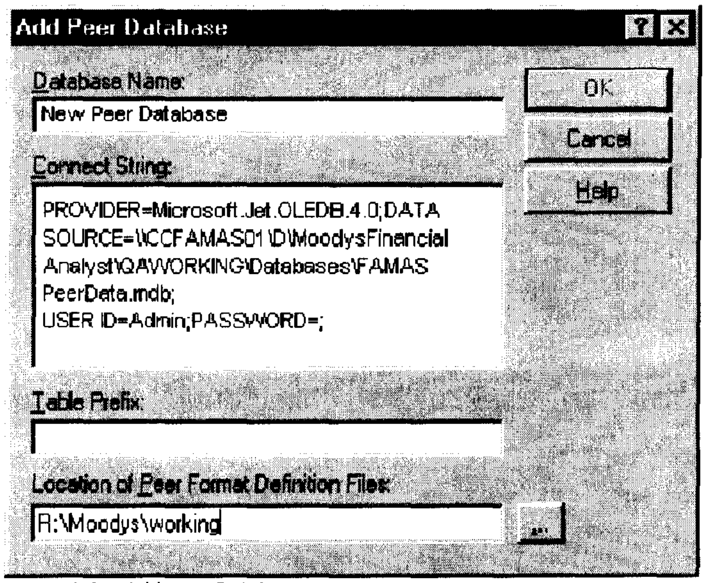


Figure 1-21. Add Peer Database

3. Enter a database name (e.g., My Data, or any descriptive name that you will easily recognize). You must enter a name for each new database you add.

Note You cannot change the database name once you complete these steps.

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4. Enter the connect string. The connect string, as shown in the example above, provides the calling application with the Provider (driver), Datasource Name, User ID and Password so that a connection can be made.
5. Enter the Table Prefix. You must include the table prefix (also called schema) to identify the database in Oracle. E.g., for the database table, **PeerData.table1**, PeerData is the prefix. This field is not required for MS Access.
6. Enter the Location of Peer Format Definition File, e.g. DB1.pdf.
7. Click **OK**.